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NATIONAL INTELLIGENCE SURVEY

# STANDARD INSTRUCTIONS

NATURE, PURPOSE, AND SCOPE  
OF THE NIS PROGRAM

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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## *Nature, Purpose, and Scope of the NIS Program*

### **Authority for the NIS Program**

The National Intelligence Survey (NIS) Program was established pursuant to National Security Council Intelligence Directive No. 3, 13 January 1948. This directive provides that:

An outline of all basic intelligence required by the Government shall be prepared by the Central Intelligence Agency (CIA) in collaboration with other appropriate agencies.

This outline shall be broken down into chapters, sections, and subsections which shall be allocated as production and maintenance responsibilities to CIA and those other Government agencies best qualified by reason of their intelligence requirements, production capabilities, and dominant interest to assume these responsibilities.

This basic intelligence shall be compiled and continuously maintained in National Intelligence Survey to cover foreign countries, areas, or broad special subjects, as appropriate.

The NIS shall be disseminated in such form as may be determined by the Director of Central Intelligence (DCI) and the agencies concerned.

The DCI shall be responsible for coordinating the production and maintenance and for accomplishing the editing, publication, and dissemination of the NIS and shall make such requests on the agencies as are necessary for the proper development and maintenance of the NIS.

Departments or agencies to be called on for contributions to this undertaking may include agencies other than those represented permanently in the Intelligence Advisory Committee (IAC).

### **Basic Concepts of the NIS Program**

The NIS is a concise digest of basic intelligence required by the Department of Defense for strategic planning and high level operational planning, and by the Department of State for use in formulating and executing U.S. foreign policy. It also serves other Government agencies which require it for the accomplishment of their missions. In general, the intelligence contained in NIS is concerned with the relatively permanent features and fundamental characteristics of a country, area, or broad special subject, and covers such fields as the geographical, political, economic, military,

scientific, and sociological aspects of the country or area or the fundamental aspects of the broad special subject.

The NIS Program has two phases: 1) the initial production of NIS on countries or areas in accordance with JCS priorities and Intelligence Agency capabilities and 2) the continuous maintenance of such NIS.

The objective of the first phase is to produce integrated basic intelligence studies of all pertinent aspects of the countries or areas within the limits of available information and intelligence on countries or areas.

The objective of the second phase is to keep up to date the basic intelligence contained in the published NIS, to fill gaps in this intelligence, and to improve the presentation of material in NIS originally produced. It is the responsibility of agencies having dominant interest to place each NIS element actively on a maintenance basis as soon as the element has been initially produced. This phase of the program is to continue indefinitely. Revisions will be published as required.

Both phases of the NIS Program require an over-all collection effort covering all important foreign countries and areas of the world simultaneously.

If information is available to undertake an NIS of lower priority than one on which adequate material is not available, the NIS of lower priority will be produced and will not be held in abeyance pending the availability of material for the NIS of higher priority.

While the aim of the collection effort will be to enable the production of complete and reliable published NIS, it must be recognized that the production and maintenance program requires information in greater detail than the intelligence which appears in the published NIS.

New information will be continuously processed so that the intelligence on hand will be constantly up to date and ready for use.

The NIS Program must be flexible in order to meet the basic intelligence requirements of the Joint Chiefs of Staff. To this end it may be necessary to produce and disseminate separate chapters or sections of any NIS.

## Standard Instructions for NIS

The *Standard Instructions for National Intelligence Surveys* contain outlines of basic intelligence requirements, allocations of responsibility for production, and instructions for the production of this intelligence. These *Standard Instructions* were prepared by a joint committee of representatives of the Director of Central Intelligence and the Chiefs of Intelligence Agencies of the Departments of State, the Army, the Navy, and the Air Force; were concurred in by the Intelligence Advisory Committee; and were approved by the National Security Council.

The outlines and outline guides are so drafted as to cover all the basic intelligence aspects of the most complex foreign country or area. However, the appropriate treatment of any topic included in the outlines and outline guides is determined by the sense in which and the extent to which that topic applies to the particular country or area under consideration. Thus, the outlines and outline guides should be adapted to the country or area on which the NIS is being produced.

The *Standard Instructions* prescribe the basic procedures to be followed in producing and maintaining all NIS. They cannot, however, cover all contingencies. Hence, when cogent reasons exist, the instructions may be modified or supplemented to permit appropriate treatment of any topic.

## Content of an NIS

An NIS is divided into chapters, each of which treats a major functional aspect of the country or area under consideration. These chapters are divided into sections, each of which treats a major subdivision of the field covered by the chapter. The section is so designed as to permit it to serve as the basic unit of production and maintenance and so enhance the flexibility of the NIS Program. The NIS chapters are as follows:

Chapter	I	Brief
Chapter	II	Military Geography
Chapter	III	Transportation and Telecommunications
Chapter	IV	Sociological
Chapter	V	Political
Chapter	VI	Economic
Chapter	VII	Scientific
Chapter	VIII	Armed Forces
Chapter	IX	Map and Chart Appraisal

Certain topics involving numerous details are given general treatment in appropriate sections of NIS chapters and full treatment in supplements. Supplements are prepared only if the topic in question is sufficiently important in an NIS Area to warrant this detailed treatment. There are, at present, the following five supplements:

NIS Supplement No. I	Ports and Naval Facilities
NIS Supplement No. II	Air Facilities
NIS Supplement No. III	Telecommunications

NIS Supplement No. IV	Urban Areas
NIS Supplement No. V	Petroleum

The Special NIS on Marine Climate and Oceanography divides the world sea areas into ocean basins. These ocean basins are further subdivided into Parts, each of which is comparable to a chapter in the other NIS. The production unit is a Part, each of which will consist of three sections. Ocean basins are designated as follows:

NIS 104	Atlantic Basin	12 Parts
NIS 105	Pacific Basin	12 Parts
NIS 106	Indian Basin	4 Parts
NIS 107	Arctic Basin	1 Part
NIS 108	Antarctic Basin	1 Part

A gazetteer will be published for each NIS Area.

The geographic areas covered by the NIS are generally defined by political boundaries. In CHAPTERS II (Military Geography), however, areas are determined in terms of natural geographic units.

In some instances, it is desirable to define the geographic area in terms of natural boundaries. For example, since the Iberian Peninsula, including the approaches into the Pyrenees from France, forms a natural geographic concept, it should be considered geographically as a whole. Thus, the geographic treatment of this area would serve as CHAPTER II for both NIS Portugal and NIS Spain.

Conversely, the area included within political boundaries may be so extensive as to embrace several natural geographic units. Examples of such areas are the U.S.S.R. and China. CHAPTERS II for these areas would consist of several Parts, each treating a natural geographic unit.

In addition, it will be necessary to transcend political boundaries in many instances in order to obtain comprehensive treatment of certain functional aspects, such as transportation and ports and naval facilities; and such procedure should be followed wherever necessary.

The scope of each chapter, supplement, and Special NIS is outlined in detail under the Outline Guides in this volume. Chapter and section outline guides in general include initial comments relative to content of the unit as a whole which are not repeated with but are pertinent to the detailed outlines for individual sections and subsections. The following standard definitions apply explicitly to CHAPTERS II-IX and by implication to CHAPTER I:

a) The first section of each chapter is uniformly entitled Introduction. This section is not a summary of the basic intelligence contained in the remainder of the chapter or an explanation of the organization of the chapter. Rather, it presents an analysis of the basic intelligence contained in the chapter. It also presents general aspects which cannot be treated adequately elsewhere in

the chapter. For example, the organization and functions of the high command are covered in SECTION 80 (Introduction to CHAPTER VIII, Armed Forces) because this topic cannot be adequately treated in the subsequent sections of CHAPTER VIII. The chapter outline guides indicate the nature and scope of the treatment to be accorded the Introduction of each chapter.

b) The first subsection of each section is uniformly entitled General. This subsection is provided to permit a proper approach to the treatment of material contained in the remainder of the section.

c) The last subsection of most sections is uniformly entitled Comments on Principal Sources. This subsection is to serve the following purposes:

To provide an evaluation of the principal source material used in preparing the section and thereby inform the user of the general credibility to be accorded the intelligence contained in the section.

To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

## Summary of agency functions

### 1. GENERAL

Where one agency is responsible for a section of a chapter or a subsection of a section which is being coordinated by another agency, working level liaison shall be maintained. All communications of a policy or requirements nature to the agency preparing the section or subsection will be passed through intelligence command channels.

In all instances working level coordination among agencies concerned will include the following:

Exchange, where applicable, of drafts of completed draft sections in order to resolve inconsistencies among sections and detect gaps in over-all coverage.

Informal coordination in compiling specific subsections which are assigned as the responsibility of one agency but impinge upon the field of interest of another.

### 2. NIS COMMITTEE

The NIS Committee consists of representatives of the Director of Central Intelligence and the Chiefs of the Intelligence Agencies of the Departments of State, the Army, the Navy, and the Air Force. The representative of the Director of Central Intelligence is *ex officio* chairman of the committee. It also includes an advisory member from the Joint Staff who shall be thoroughly familiar with the basic intelligence requirements of the Joint Chiefs of Staff (JCS), keep the JCS informed of the progress of the NIS Program, and

keep the NIS Committee informed of changes in the JCS requirements.

The NIS Committee performs the following functions:

Considers and recommends for Intelligence Agency approval over-all policies for the NIS Program.

Determines the scope and treatment of each NIS to be produced.

Allocates responsibility for production and maintenance of NIS in accordance with the intelligence requirements, production capabilities, and dominant interest of the Intelligence Agencies concerned.

Establishes NIS production and maintenance schedules based upon JCS priorities and agency capabilities.

Promulgates procedures and instructions for the preparation, review, editing, and submission of NIS contributions.

Recommends to CIA measures necessary for the coordination of the NIS Program.

### 3. CENTRAL INTELLIGENCE AGENCY

The Central Intelligence Agency performs the following functions:

Provides over-all coordination of the NIS Program.

Produces those elements of NIS allocated to it for production by the NIS Committee.

Furnishes certain common services which can best be done centrally.

Edits NIS contributions, provides advisory substantive review, and arranges for the publication of NIS.

Disseminates NIS in accordance with Intelligence Agency agreements.

### 4. IAC AGENCIES

The IAC Agencies (State, Army, Navy, and Air Force) perform the following functions:

Provide a member and alternate members of the NIS Committee. This member represents, and speaks for, the Chief of the Intelligence Agency of the Department from which he is accredited.

Produce and maintain the NIS elements which have been allocated by the NIS Committee as production responsibilities.

Implement collection effort which may be required for NIS production and maintenance.

### 5. NON-IAC AGENCIES

The non-IAC Agencies perform the following functions:

Produce and maintain portions of NIS when explicitly assigned that responsibility by the NIS Committee or by an Intelligence Agency with the approval of that Committee.

Furnish Intelligence Agencies with material for integration into NIS by those agencies.

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ALL OPTIONS

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

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ALLOCATION OF RESPONSIBILITY FOR  
PREPARATION OF NIS

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## *Allocation of Responsibility for Preparation of NIS*

*Neither the following allocations nor any interpretation thereof shall negate the basic principle that each department is responsible for the production of that intelligence which is responsive to its departmental mission.*

### CHAPTER I—BRIEF

#### Section 10—Introduction

- 11—Strategic Significance of the NIS Area
- 12—Military Geography
- 13—Transportation and Telecommunications
- 14—Sociological
- 15—Political
- 16—Economic
- 17—Scientific
- 18—Armed Forces
- 19—Map and Chart Appraisal

### JOINT EFFORT COORDINATED BY CIA

#### CIA

- CIA (with joint assistance)
- Army (with joint assistance)
- Army (with joint assistance)
- State (with joint assistance)
- State
- State (with joint assistance)
- CIA (with joint assistance)
- Army (with joint assistance)
- CIA (with joint assistance)

### CHAPTER II—MILITARY GEOGRAPHY

#### Section 20—Introduction

- 21—Military Geographic Regions
- 22—Coasts and Landing Beaches
- 23—Weather and Climate
- 24—Topography
- 25—Urban Areas

### ARMY—CHAPTER COORDINATOR

- Army (with joint assistance)
- Army
- Navy (with Army assistance)
- Joint Meteorological Committee
- Army
- Army

### CHAPTER III—TRANSPORTATION AND TELECOMMUNICATIONS

#### Section 30—Introduction

- 31—Railway
- 32—Highway
- 33—Inland Waterway
- 34—Petroleum Pipeline (treated in Sub-section 62, C and Supplement V)
- 35—Ports and Naval Facilities
- 36—Merchant Marine
- 37—Civil Air
- 38—Telecommunications

### ARMY—CHAPTER COORDINATOR

- Army (with joint assistance)
- Army
- Army
- Army
- Joint Army-Navy
- Navy
- Air Force (with Navy participation)
- Army

### CHAPTER IV—SOCIOLOGICAL

#### Section 40—Introduction

- 41—Population
- 42—Characteristics of the People
- 43—Religion, Education, and Public Information
- 44—Manpower
- 45—Health and Sanitation
- 46—Public Welfare

### STATE—CHAPTER COORDINATOR

- State
- State (with Army assistance)
- State
- State
- State
- Army
- State

## CHAPTER V—POLITICAL

## Section 50—Introduction

- 51—The Constitutional System
- 52—Structure of the Government
- 53—Political Dynamics
- 54—Public Order and Safety
- 55—National Policies
- 56—Intelligence and Security
- 57—Subversive
- 58—Propaganda
- 59—Biographies of Key Personalities

## STATE—CHAPTER COORDINATOR

State  
 State  
 State  
 State  
 State  
 State (with joint assistance)  
 CIA (with joint assistance)  
 State (with joint assistance)  
 State  
 State

## CHAPTER VI—ECONOMIC

## Section 60—Introduction

- 61—Agriculture and Food

## 62—Fuels and Power

D. Electric power

- 63—Minerals and Metals

F. Construction materials

## 64—Manufacturing and Construction

- A. General
- B. Industrial machinery and equipment
- C. Motor vehicles (including tanks, self-propelled guns, etc.)
- D. Aircraft production
- E. Shipbuilding
- F. Explosives, industrial and military
- G. Guns, explosive devices, and ammunition
- H. Other military equipment and supplies (including war gases and smoke preparations)
- I. Telecommunications, signal and lighting equipment
- J. Chemical industries
- K. Agricultural processing industries
- L. Fibers, fabrics, and rubber
- M. Construction industries
- N. Other industries
- O. Comments on principal sources

## 65—Trade and Finance

## CIA—CHAPTER COORDINATOR

State (with joint assistance)  
 State (with the assistance of the Department of Agriculture and the Fish and Wildlife Service, Department of the Interior)  
 State (with assistance of the Department of the Interior)  
 Army  
 State (with the assistance of the Department of the Interior)  
 Army

## STATE—SECTION COORDINATOR

State  
 State (primary responsibility)  
 Army  
  
 Air Force (with Navy participation)  
 Navy  
 Army (with joint assistance)  
 Army (with joint assistance)  
 Army (with joint assistance)  
  
 Army (with joint assistance)  
  
 State  
 State  
 State  
 State  
 State  
 State (with joint assistance)  
  
 State

## CHAPTER VII—SCIENTIFIC

## Section 70—Introduction

- 71—Electronics

## CIA—CHAPTER COORDINATOR

CIA is to produce final draft with contributions from Navy and Air Force; guidance from Army and State.  
 CIA to coordinate through the JEIC the final draft based upon contributions from all intelligence agencies.

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ALLOCATIONS

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CHAPTER VII—SCIENTIFIC (*Continued*)

72—Air, Ground, and Naval Weapons

73—Atomic Energy

74—Biological Warfare (BW)

75—Chemical Warfare (CW)

76—Miscellaneous

CHAPTER VIII—ARMED FORCES

- Section 80—Introduction
- 81—Ground Forces
- 82—Naval Forces
- 83—Air Forces

CHAPTER IX—MAP AND CHART APPRAISAL

Section 90—Introduction

- 91—Selected Maps, Charts, and Plans
  - A. General
  - B. Physical maps, navigation charts of urban areas
  - C. Maps of transportation and communications
  - D. Sociological, political, and economic maps
  - E. Special armed forces maps
- 92—Appraisal of Selected Maps, Charts, and Plans

SUPPLEMENT I—PORTS AND NAVAL FACILITIES

SUPPLEMENT II—AIR FACILITIES

SUPPLEMENT III—TELECOMMUNICATIONS

CIA—CHAPTER COORDINATOR

CIA to coordinate, through SIC working committees where practicable, the final draft with contributions on:

Guided missiles and aircraft from the Air Force;

Ground weapons from the Army; Naval weapons from the Navy.

CIA to coordinate through the JAEIC the final draft with contributions from other intelligence agencies.

CIA to coordinate through JBWIC and JCWIC, respectively, the final drafts based upon contributions from Army and from other intelligence agencies.

CIA to coordinate through JBWIC and JCWIC, respectively, the final drafts based upon contributions from Army and from other intelligence agencies.

CIA to produce final draft based upon contributions from other intelligence agencies.

ARMY—CHAPTER COORDINATOR

Army (with joint assistance)

Army

Navy

Air Force (with Navy participation)

CIA—CHAPTER COORDINATOR

CIA (as coordinating staff for material received from Army, Navy, Air Force, and MATS)

CIA—SECTION COORDINATOR

CIA

Army, Navy, Air Force, MATS

Army, Navy, Air Force, CIA

CIA

Army, Navy, Air Force

CIA (as coordinating staff for material received from Army, Navy, Air Force, and MATS)

JOINT ARMY-NAVY

AIR FORCE (with Navy participation)

ARMY

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SUPPLEMENT IV—URBAN AREAS

ARMY

SUPPLEMENT V—PETROLEUM

STATE (with assistance of the Department of the Interior)

SPECIAL NIS—MARINE CLIMATE AND OCEANOGRAPHY

NAVY

Section 1—Introduction  
2—Marine Climate  
3—Oceanography

Navy  
Navy (with assistance of the Air Force)  
Navy

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NIS AREAS

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## NIS Areas

(Offshore island possessions are normally included in the related NIS Areas; see NIS Base Maps for definitive boundaries.)

SHORT 25X6A	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 2	Ireland (Eire)	Republic of Ireland	NIS Areas 1-2
NIS 3	France	France and Monaco	NIS Area 3
NIS 4	Netherlands	Netherlands	NIS Areas 4-6
NIS 5	Belgium	Belgium	NIS Areas 4-6
NIS 6	Luxembourg	Luxembourg	NIS Areas 4-6
NIS 7	Denmark	Denmark, including the Faeroe Islands.	NIS Area 7
NIS 8	Portugal	Portugal, including the Azores, Madeira and Cape Verde Islands.	NIS Areas 8-9
NIS 9	Spain	Spain and Andorra	NIS Areas 8-9
NIS 10	Norway	Norway	NIS Areas 10-11
NIS 11	Sweden	Sweden	NIS Areas 10-11
25X6A	Finland	Finland	NIS Area 12
NIS 14	Poland	Poland, within 1945 boundaries and limits of administration, including the former Free City of Danzig, and the portions of Germany under Polish administration.	NIS Area 14
NIS 15	Switzerland	Switzerland and Liechtenstein	NIS Areas 15-16
NIS 16	Austria	Austria	NIS Areas 15-16
NIS 17	Italy	Italy, San Marino, and the Free Territory of Trieste.	NIS Area 17
NIS 18	Czechoslovakia	Czechoslovakia	NIS Area 18
NIS 19	Hungary	Hungary	NIS Areas 19-21
NIS 20	Albania	Albania	NIS Areas 19-21
NIS 21	Yugoslavia	Yugoslavia	NIS Areas 19-21
NIS 22	Rumania	Rumania	NIS Areas 22-23
NIS 23	Bulgaria	Bulgaria	NIS Areas 22-23
NIS 24	Greece	Greece	NIS Area 24
NIS 25	Cyprus, Malta, and Gibraltar	Cyprus, Maltese Islands, and Gibraltar.	NIS Area 25
NIS 26	U.S.S.R.	U.S.S.R., within 1945-1947 boundaries and limits of administration, including the three Baltic states, northern East Prussia, Tannu Tuva, and the Kuril and Sakhalin Islands.	NIS Area 26: <i>Part I</i> —European U.S.S.R. within 1945-1947 boundaries and limits of administration, including three Baltic States, northern East Prussia. <i>Part II</i> —Soviet Central Asia. <i>Part III</i> —Urals and West Siberian Plain including Tannu Tuva. <i>Part IV</i> —Central and Eastern Siberia including Kuril and Sakhalin Islands. <i>Part V</i> —The Caucasus, including Soviet trans-Caucasus.
NIS 27	Turkey	Turkey	NIS Area 27
NIS 28	Syria and Lebanon	Syria and Lebanon	NIS Areas 28-31
NIS 29	Jordan	Jordan, excluding Arab Palestine.	NIS Areas 28-31
25X6A	Iraq	Iraq	NIS Areas 28-31

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## N I S   A R E A S

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 32	Arabian Peninsula	Arabian Peninsula, including Saudi Arabia, Kuwait, Kuwait-Saudi Arabia Neutral Zone, Iraq-Saudi Arabia Neutral Zone, Bahrain, Qatar, Trucial Oman, Muscat and Oman, Yemen, Aden Colony and Protectorate.	NIS Area 32
NIS 33	Iran	Iran	NIS Area 33
NIS 34	Afghanistan	Afghanistan	NIS Area 34
NIS 35	India	India, including Jammu and Kashmir, Nepal, Bhutan, and Portuguese and French territories in India, Andaman, Laccadive and Nicobar Islands.	NIS Area 35: <i>Part I</i> —Northern India, including Jammu and Kashmir, Nepal, and Bhutan, the Portuguese territory in northern India, all of Pakistan and the Oman settlement of Gwadar. <i>Part II</i> —Peninsular India, including the Portuguese and French territories in Peninsular India.
NIS 36	Pakistan	East and West Pakistan (excluding Jammu and Kashmir), and including the Oman settlement of Gwadar.	NIS Area 36 (Same as NIS Area 35, <i>Part I</i> )
NIS 37	Ceylon	Ceylon	NIS Area 37
NIS 38	Burma	Burma	NIS Area 38
NIS 39	China	China, including Hong Kong and Macao.	NIS Area 39: <i>Part I</i> —Western China and Mongolia <i>Part II</i> —Manchuria <i>Part III</i> —North China <i>Part IV</i> —South China, including Taiwan, Hong Kong, and Macao
NIS 40	Mongolia	Mongolia (Outer Mongolia or the "Mongolian People's Republic").	NIS Area 40 (Same as NIS Area 39, <i>Part I</i> )
NIS 41	Korea	Korea	NIS Area 41
NIS 42	Thailand	Thailand	NIS Area 42
NIS 43	Indochina	Indochina, the Paracel Islands, Spratley Island and other disputed islands and reefs in South China Sea south of Paracel Islands.	NIS Area 43
NIS 44 25X6A	British Indonesia	Federation of Malaya, Singapore, Sarawak, Brunei, and North Borneo.	NIS Area 44
NIS 46	Tunisia	Tunisia	NIS Areas 46-48
NIS 47	Algeria	Algeria	NIS Areas 46-48
NIS 48	Morocco	French Morocco, Spanish Morocco (northern Spanish zone in Morocco), Ifni, and International Zone of Tangier.	NIS Areas 46-48
NIS 49	Libya	Libya	NIS Area 49
NIS 50	West Africa	French West Africa, Spanish Sahara (Rio de Oro, including the southern Spanish zone in Morocco), Portuguese Guinea, Gambia, Sierra Leone, Gold Coast, British Togoland, French Togoland, Nigeria and British Cameroons.	NIS Area 50: <i>Part I</i> —French West Africa except territories listed under <i>Part II</i> below, Spanish Sahara (Rio de Oro, including southern Spanish zone in Morocco), Gambia, Portuguese Guinea, Sierra Leone. <i>Part II</i> —The following parts of French West Africa: Ivory Coast and Dahomy and the following other areas: Liberia, Gold Coast, British Togoland, French Togoland, Nigeria and British Cameroons.
NIS 51	Liberia	Liberia	NIS Area 51 (Same as NIS Area 50, <i>Part II</i> )

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 52	Equatorial Africa	French Equatorial Africa, French Cameroons, Spanish Guinea (including Rio Muni), and Cabinda.	NIS Area 52
NIS 53	Egypt	Egypt	NIS Area 53
NIS 54	Anglo-Egyptian Sudan	Anglo-Egyptian Sudan	NIS Area 54
NIS 55	Ethiopia, Eritrea and the Somalilands	Ethiopia, Eritrea, British, French and Italian Somaliland.	NIS Area 55
NIS 56	British East Africa	Kenya, Uganda, Tanganyika, Zanzibar Protectorate.	NIS Area 56
NIS 57	Rhodesia and Nyasaland	Northern Rhodesia, Southern Rhodesia, Nyasaland.	NIS Areas 57-58
NIS 58	Mozambique	Mozambique	NIS Areas 57-58
NIS 59	Angola	Angola	NIS Areas 59-60
NIS 60	Belgian Congo	Belgian Congo and Ruanda-Urundi.	NIS Areas 59-60
NIS 61	South Africa	Union of South Africa, South-West Africa, Bechuanaland, Swaziland and Basutoland.	NIS Area 61
NIS 62	Madagascar	Madagascar	NIS Area 62
NIS 63	Indian Ocean Islands	All outlying islands in the Indian Ocean, southward to 60° S. latitude, except islands covered in NIS 32, 35, 37, 55, 56, 62, and 100.	NIS Area 63
NIS 64	South Atlantic Island	All outlying islands in the Atlantic Ocean between 10° N. latitude and 60° S. latitude and the South Orkney and South Shetland Island groups, but excluding islands covered by NIS 52.	NIS Area 64

25X6A

25X6A

NIS 67	Greenland	Greenland	NIS Area 67
NIS 68	Iceland	Iceland	NIS Area 68
NIS 69	North Polar Area	North Polar Area	NIS Area 69
NIS 71	Guatemala	Guatemala	NIS Areas 71-77
NIS 72	British Honduras	British Honduras	NIS Areas 71-77
NIS 73	Honduras	Honduras, including territory north of the Segovia River and islands possibly subject to Nicaraguan claims.	NIS Areas 71-77
NIS 74	Salvador	Salvador, including small areas claimed by Honduras.	NIS Areas 71-77
NIS 75	Nicaragua	Nicaragua, including territory south of the Segovia R.	NIS Areas 71-77
NIS 76	Costa Rica	Costa Rica	NIS Areas 71-77
NIS 77	Panama	Panama	NIS Areas 71-77
NIS 78	Cuba	Cuba	NIS Areas 78-84: Part I—Greater Antilles, Bermuda and Bahama Is. Part II—Lesser Antilles
NIS 79	Haiti	Haiti	NIS Areas 78-84
NIS 80	Dominican Republic	Dominican Republic	NIS Areas 78-84
NIS 81	British Possessions in the Caribbean	All islands and bays under British sovereignty in the Caribbean, and the Bahama Is. and Bermuda.	NIS Areas 78-84
NIS 82	Dutch Possessions in the Caribbean	All Caribbean islands under Netherlands sovereignty, including part of St. Martin I.	NIS Areas 78-84
NIS 83	French Possessions in the Caribbean	All Caribbean islands under French sovereignty, including part of St. Martin I.	NIS Areas 78-84
NIS 84	U.S. Possessions in the Caribbean	All Caribbean islands under U.S. sovereignty or claim, and islands where U.S. has lease or treaty rights.	NIS Areas 78-84

## NIS AREAS

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 85	Colombia	Colombia	NIS Areas 85-86
NIS 86	Venezuela	Venezuela	NIS Areas 85-86
NIS 87	Ecuador	Ecuador and small area on eastern border disputed with Peru.	NIS Areas 87-88
NIS 88	Peru	Peru	NIS Areas 87-88
NIS 89	Chile	Chile, including Pacific Islands east of 90° W. longitude and islands south of Tierra del Fuego disputed with Argentina.	NIS Area 89
NIS 90	Argentina	Argentina, including river islands disputed with Uruguay.	NIS Areas 90-79
NIS 91	Uruguay	Uruguay	NIS Areas 90-91
NIS 92	Paraguay	Paraguay	NIS Areas 92-93
NIS 93	Bolivia	Bolivia	NIS Areas 92-93
NIS 94	Brazil	Brazil	NIS Area 94: Part I—Southeast Brazil Part II—Northwest Brazil
25X6A <del>25X6A</del>	The Guianas	The Guianas (British, French, Dutch)	NIS Area 95
NIS 99	Philippine Is.	Philippine Is.	NIS Area 99
NIS 100	Indonesia	Indonesia, including all of the former Netherlands Indies and Portuguese Timor.	NIS Area 100
NIS 101	West Pacific Islands	All islands in the Trust Territory of the Pacific Islands, and the islands of Marcus and Wake.	NIS Area 101
NIS 102	Southwest Pacific Islands	Papua, Trust Territory of New Guinea, British Solomon Islands, New Hebrides, New Caledonia and dependencies, Fiji Is., Tonga Is., Gilbert and Ellice Is. and lesser adjacent islands, but not including islands covered by NIS 96, 97, and 103.	NIS Area 102
NIS 103	South Pacific Islands	Phoenix, Tokelau, Samoa, Cook and Line island groups, and adjacent islands, the French Establishments in Oceania, Pitcarin and adjacent British islands, and Chilean islands west of 90° W. longitude.	NIS Area 103

## SPECIAL NIS AREAS

*(Oceanography and Marine Climate)*

NIS 104	Atlantic Basin	Atlantic Ocean	NIS Area 104
NIS 105	Pacific Basin	Pacific Ocean	NIS Area 105
NIS 106	Indian Basin	Indian Ocean	NIS Area 106
NIS 107	Arctic Basin	Arctic Ocean	NIS Area 107
NIS 108	Antarctic Basin	Antarctic Ocean	NIS Area 108

Next 2 Page(s) In Document Exempt

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Security Information

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

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EDITORIAL INSTRUCTIONS

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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## EDITORIAL INSTRUCTIONS

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## *Editorial Instructions*

### A. Transmittal of material

#### 1. LETTER OF TRANSMITTAL

NIS material delivered to the Basic Intelligence Division (D/B), CIA requires a letter of transmittal (original and 2 copies). The letter itemizes the number of pages of text and table manuscript, table of contents and other typed material submitted, and indicates any omission of material or other deviation from standard procedure. The letter specifies control aspects of material involved. The letter of transmittal also indicates the number of extra copies of insert maps which the contributor desires run without NIS reference lines (the number not to exceed 10 copies of each map except by special arrangement), the minimum classification for each map if run without the NIS references, and any special restrictions concerning additional runs and distribution by CIA for other than NIS purposes.

#### 2. MANUSCRIPT

NIS manuscript is submitted in 5 complete assembled copies. Each of the 5 assembled sets of manuscript includes in sequence 1) title page, 2) table of contents, 3) text, 4) tables, 5) caption list, and 6) list of any border information.

Pagination begins with the first page of text of each Section and is consecutive throughout the manuscript (including each page of the tables, which follow the text in sequence of figure numbers). Pagination is by other means than a numbering machine, which is reserved for use in D/B processing.

Manuscript with more than nominal alterations is not acceptable. Text or tabular material photostatted or similarly reproduced from printed or other material must be in positive print form and legible in approximately typewriter elite size.

The supporting items, typed triple space, are as follows:

TITLE PAGE, containing Chapter or Supplement number and title, Section number and title, and the statement: "This is a preliminary draft of Section \_\_\_\_, NIS \_\_\_\_\_. It has not been finally

edited or reconciled with other NIS sections and should not be reproduced. This Section has been approved for use in the NIS by the (*agency*), (*month*, *year*). This is the uniform date for the entire section and will appear on each page of the published section."

TABLE OF CONTENTS for each section, including all headings and subheads used in text according to the style given in "Text specifications." For Supplements, or when entire chapters are submitted, a separate table of contents extending through No. 2 heads of all sections also is included. Each section table of contents is immediately followed by a LIST OF FIGURES which lists in sequence all figures with the following details for each: Figure number as determined by sequence in tentative placement, category identification (Table, Photo, Aerial, Chart, Diagram, Plan, Map), and the caption as it appears with the figure or in appropriate short-title form. This LIST OF FIGURES is immediately followed by a *contributor statement*, as approved by the NIS Committee, showing the agency or agencies contributing to and responsible for preparation of the material.

CAPTION LIST (required for typesetting of all captions). Figure numbers for all tables and graphics are listed in sequence with exact wording of the caption as attached to the figure. When applicable, the list of captions is followed by a *border information list*, listing in sequence each insert map figure number with exact wording of the border information as specified in "Graphic specifications," and indicating which maps have apron material.

#### 3. GRAPHIC MATERIAL

Graphic material, including photographs, is assembled separately from manuscript, in 4 complete sets with each item in sequence. The 4 copies of each item consist of an original and 3 copies of all black and white material, and 4 color proofs for multicolor graphic material. The original plates of multicolor maps are retained by contributor until receipt of memorandum from D/B. These originals are then forwarded as directed by D/B for final reproduction.

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PAGE 1

**B. Text specifications****1. TYPING OF TEXT**

Text is submitted in 5 copies, typed on one side only, with the original on substantial 8 x 12½ bond paper. Duplicating process may be used if submitted copies are thoroughly legible. Text is typed triple space. All paragraphs without headings begin with 5-space indent. Normal capitalization is used throughout (including headings), without use of continuous capitalization or of underlining except for foreign or other terms to be italicized. The last word of a typed line is always a complete word, avoiding ending any line with a hyphen. Manuscript conforms to the sample pages, with margins as shown. Each manuscript page, as shown, includes in top margin the name of the agency of primary responsibility, date (manuscript completion date, for processing control purposes only), classification, NIS number and section number. The first page of text includes the section number and title. Text pages are numbered consecutively within each section (not using a numbering machine, which is reserved for D/B processing).

**2. TEXT HEADINGS**

Headings used in NIS text material are as follows:

	<i>(Grade of head, not typed in ms.)</i>
II. Military Geography	(Chapter title)
22. Coasts and Landing Beaches	(Section title)
A. General	(No. 1)
1. Coasts	(No. 2)
a. Northern peninsula—Text follows	(No. 3)
(1) Williams Bay—Text follows	(No. 4)
(a) Vicinity of Port Smith—Text	(No. 5)
1) Seaward Approaches—Text	(No. 6)

Chapter and section titles are centered. No. 1 heads are typed flush with left margin of text; inferior heads are successively indented 5 typewriter spaces. No. 1 and No. 2 heads stand alone; text begins on next line with indentation of 5 spaces and thereafter flush left. Remaining heads each end with space, two hyphens, space; text follows immediately on same line, with succeeding lines beginning flush with left text margin.

Each standard heading includes a title in addition to letter or number. Titles are as brief as feasible. In No. 1 through No. 5 heads, common nouns are not capitalized. No. 6 heads are initial caps except for prepositions, articles, etc.

Headings may stand alone when immediately followed by the next grade of head. For certain material (as in Coasts and Landing Beaches), a heading may be followed on the next line or lines by coordinates, hydrographic chart references, etc. No. 5 and No. 6 headings may be modified when used to introduce a series of similar subsidiary

topics (such as a series of brief descriptive paragraphs on smaller ports).

Numbers used to itemize a series of items within text carry a single parenthesis, e.g., 1).

**3. REFERENCES TO FIGURES AND TEXT**

Figures (including both tables and graphic material) must be adequately referred to in the related text, using figure numbers assigned by the contributor. Reference may be integral in a sentence, "... as shown in FIGURE 32-16 . . .", or parenthetical, "... (FIGURES 42-3 through 42-6) . . .". It is often desirable to use the reference flexibly to differentiate types of figures, e.g., "... tabulated in FIGURE 42-7 . . ." or "... shown on the map, FIGURE 42-8 . . .". Statements such as "... in the following table . . ." or "... in the table above . . ." are undesirable because the relationship may not be retained in printing. Because figure numbering is subject to change in publication or maintenance, reference to tables or graphic material in other sections or chapters is by abbreviated caption, type of material and section number in which it appears, e.g., "(see population density map, SECTION 41)".

Tentative placement within text of tables and appropriate graphic items (e.g., line cuts) is indicated by large carets with figure numbers on the right margin of text pages (see sample pages). Each figure is caretted only once. Figures expected to follow printed text, such as half-tone illustrations and fold-in maps, are itemized after the last line of manuscript text.

Because subsection numbering and titles are subject to change in publication or maintenance, cross references are made to the highest order of text topic which will adequately indicate where the referenced material will be found. Within sections and especially within lengthy sections, however, references to subsections may be quite detailed if desirable. Another section of the same chapter is referred to by "... (SECTION 81, this chapter) . . ." or "... (See section on Ground Forces) . . ." Reference to a section of another chapter is as follows: "... (CHAPTER III, SECTION 31) . . ." or "... (See Railway) . . .".

The words Chapter, Section, and Figure, when followed by identifying number are typed in capitals and lower case.

**4. QUOTATIONS AND EXTRACT MATTER**

Quotations up to approximately 3 typewritten lines are included in text within quotation marks. Longer quotations, and subordinate material likewise to be printed as "extract" in smaller type, are without quotation marks, indented 5 spaces for all lines and typed double space.

Approved For Release 1999/09/08 : CIA-RDP79-01055A000200110001-6

Left Margin 1 1/4"		ARMY-January 1948 (CLASSIFICATION)	NIS 21 Sec-38	Top Margin 1 1/4"
		38. Telecommunications		Right Margin 1"
		A. General		
		During the Japanese occupation telecommunication facilities in Manchuria were rapidly expanded. New radio stations were...		
		B. Domestic facilities		
		1. General		
		Prior to 1933, telecommunication facilities in Manchuria were under the control of several agencies and companies licensed by the Chinese, Japanese, and Russian governments.		
		2. Telephone		
		a. Location of routes of lines -- Telephone land lines form a rather close pattern around Mukden, Chang-ch'un (Hsinking), and Harbin, and radiate to all parts of the country (Figure 38-1)..		Fig. 38-1
		b. Type of construction -- Construction was completed for an underground 28-pair nonloaded telephone cable between Mukden and Antung in 1937 (Figure 38-2). In December 1942....		Fig. 38-2
		3. Telegraph and cable		
		a. Location of routes of lines -- Most of the routes are parallel to railways and highways; lines are also built along the valleys. Practically all the major circuits and most of the other..		
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		8"		

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SAMPLE PAGE 1

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ARMY-January 1948

(CLASSIFICATION)

NIS 21  
Sec-38Left  
Margin  
1 1/4"Right  
Margin  
1"

The offices and agencies that provided telegraph service in the

China area in 1939 were:

Telegraph and telephone service	244
Telephone stations	232
Telegraph agencies	403
Wireless agencies	62
Total	941

b. Type of construction -- In general, construction of..

## 4. Radio

a. Radio communications stations -- From 1933 to 1945 the

major radio communications stations were operated by....\*

\*Itemized information for the period 1940 to 1945 is almost entirely based on captured Japanese documents, but the significant totals are confirmed by U.S. official reports.

b. Broadcasting -- There are several of the more powerful broadcasting stations listed in Figure 38-3.

Fig.  
38-3

(1) Number of installations -- The number of these installations is considerably smaller than the total given by the 1939 telegraph offices and agencies' tabulations. It is now believed that, even with full allowance for the new facilities only a few have short-wave transmitters. There is very little information about...

Bottom  
Margin  
1 1/4"(page number)  
(CLASSIFICATION)

8"

Approved For Release 1999/09/08 : CIA-RDP79-01055A000200110001-6

## 5. SAMPLE PAGES

The accompanying two pages are sample pages of text manuscript for the guidance of typists.

## 6. FOOTNOTES

Footnotes to text matter are kept to a minimum. When footnotes are considered necessary, up to 3 asterisks per page may be used. In manuscript the footnote is inserted on the line following the reference, separated from the text by solid lines above and below; the footnote begins indented 5 spaces from left margin, and is typed double space (see sample pages).

## 7. REFERENCE TO SOURCES

References to sources are confined as much as possible to the topic Comments on Principal Sources, where the evaluative discussion normally will be followed by an alphabetical listing of principal sources to which consecutive numbers are assigned. If sources are grouped by subject categories, they are numbered consecutively rather than by successive groups. In text, and in both text and figure footnotes, this facilitates brief reference, e.g., ". . . , based on *Source 1* estimates, . . ." or ". . . (*Source 1*) . . ." When only a few principal sources are identified and are not assigned source numbers in the Comments subsection, text or footnote reference thereto is as brief as feasible. A source cited in text but not included in Comments on Principal Sources may be described in necessary detail but as briefly as possible. Author, title of source, and date normally is sufficient, typed in capitals and lower case set off from text by parentheses.

In the numbered listing of principal sources, each item is typed double space and is continuous in the following order and typewriter style:

Author, authors, editor or agency; last name first, capital and lower case, period. Title of book or other separate publication; capitals and lower case, underlined, followed within parentheses by capitals and lower case translation if required, period. Title of article from periodical in quotes, capitals and lower case, comma; followed by name of periodical, underlined, comma; edition, series, part, volume, number, selected pages, year of periodical as necessary, separated by commas in that order, with capital only at beginning of series of items, abbreviated as ed., ser., pt., vol., no., p., period. Arabic numerals used throughout except Roman after pt. Place of publication in capitals and lower case, followed by colon and publishing agency if given, otherwise period. Date, period; n.d. if not dated, period. Total pages if desired. Classification in parentheses, capital and lower case, without period.

When several works by the same author or agency are listed, the author's name is not repeated but is replaced by dashes in subsequent listings.

## C. Tabular specifications

## 1. TABULATIONS

Relatively simple tabular presentations, generally with no stubs, less than 3 columns of data, and not requiring more than a printed column width, are treated as tabulations. Tabulations are incorporated in text manuscript without figure number or title (see sample pages). They are typed double space, with no continuous capitalization or underlining.

## 2. TABLES

More complex tabular presentations, generally with stub and 3 or more vertical columns of data, are treated as tables. Each table has a descriptive title (caption) preceded by a figure number. Each table is constructed to stand as an entity, because of possible separation from text in publication or use.

## 3. TYPING OF TABLES

Each table is typed in 5 copies, on one side only, original on substantial bond paper. Duplicating process may be used if submitted copies are thoroughly checked for legibility. Tables are typed double space, with no continuous capitals or underlining in caption, stubs, column headings, or data entries. Tables are typed on 8 x 12½ bond paper whenever practicable. For more extensive presentations, larger paper may be used, if possible retaining the 12½ inch vertical dimension. Several separate 8 x 12½ pages may be used to continue a table. When more than one page is used to present a table or when there is significant relationship between columns in separate tables, in typing it is important to maintain alignment and space relationship of columns on all pages. Each page includes in the margin, as in text pages, the name of the agency of primary responsibility, date, classification, NIS number and section number.

## 4. TABLE TITLES AND FIGURE NUMBERS

Table titles (captions) are as brief as possible consistent with adequate indication of table content. Date or dates are included in the title unless table content is generalized or in itself provides adequate date information. The area or political name is incorporated when feasible, in adjective form ("Value of French imports, 1945-1950") or in noun form after substance of caption ("Land use, France, 1950").

The figure number which precedes each table title is comprised of the section number followed by a hyphen and the serial number of the table in

the sequence of all figures (including all tables and graphic items) within a section, according to caretted location in the submitted manuscript.

#### 5. TABLE STUBS AND COLUMN HEADINGS

Stubs (horizontal descriptive entries normally to the left of vertical columns of data) and column headings are carefully worded and coordinated. Proper selection and description of categories minimizes footnotes and exceptions which require explanation.

In general, the heading at the top of a column covers all material presented in the column without insertion of additional headings farther down the column. The same applies to side heads and lines of data. Where intermediate headings seem necessary, the material generally is presented as separate tables. However, related categories of items (such as apply to various weapons) may be usefully combined in a single table by making column headings more comprehensive and using sub-headings in columns and/or indicating a general change in category. Preliminary consultation with D/B on such matters is advisable.

#### 6. TABLE FOOTNOTES AND SOURCE REFERENCES

Footnotes to tables are indicated by up to 3 asterisks and thereafter by up to 3 daggers (the typewriter symbol # is used for a dagger). These symbols are placed at the left of numerical column data, and at the right of headings, stubs, mixed or reading column data. Footnotes generally are typed double space, under the table, starting indented five spaces from left margin of table. The number of footnotes to tables is minimized by incorporation of the material into related text when feasible, by careful phrasing of stubs and headings, by consolidation in a reduced number of footnotes, or by consolidation in a single NOTE carried as a footnote without symbol.

When source reference or references are considered necessary and apply for a table as a whole, they are indicated by "Data from Source 13 . . ." beginning at the left text margin and typed two spaces below a line at the bottom of the table proper. If a NOTE item is used it precedes the conventional abbreviation *na* and explanation, if used (see conventional entries below), which in turn precedes any symbol footnotes. An entire table taken verbatim from a source (sometimes as the only available data, and not necessarily fully accepted by the contributor), is so indicated in related text, by explanation within the table, or by footnote; in such cases it is generally desirable, so far as feasible, to follow the detailed format of the original material.

#### 7. CONVENTIONAL ENTRIES

To avoid blank spaces in columns of data, the following conventional entries are made as appropriate in table columns:

ENTRY	MEANING
...	not applicable; no footnote used
<i>na</i>	data not available, inadequate data, etc; <i>n</i> and <i>a</i> separated and underlined; until conventional is well established, explained as "Data not available", etc., in footnote
0	indicates zero quantity or reading in columns of uniform data such as weather statistics; no footnote used
<i>none</i>	used instead of 0 when data are not uniform, e.g., to indicate known lack of production of a significant commodity; underline; no footnote used
<i>insig</i>	quantity too insignificant to record; underline; no footnote used

When exceptional items in a column are estimated they are preceded by *est* in underlined lower case, unless symbol and footnote are preferable because of an otherwise appreciably narrower column or exceptional items can be feasibly covered in other footnotes.

Ditto marks are not used in tables. For this purpose *do* in underlined lower case is used. Generally, identical entries in figure columns are repeated. It is likewise desirable to repeat word entries which have significance.

#### 8. STATISTICAL TOTALS

When *na* or *insig* are included with vertical or horizontal data entries for which a total is given that only moderately exceeds the sum of the specific entries, no footnote explanation may be required. However, when the total is exactly the sum of the specific figures, generally it is advisable to indicate that *na* or similar items are not reflected in the total, e.g., "\* Totals are of known data" or "*approx.*" When totals are not identical with the sum of specific entries, because of rounding or different sources, indicate by note, e.g., "(Tonnage) figures rounded to nearest (thousand) are not additive".

#### 9. TABLE CONSTRUCTION

Optimum clarity and usefulness require the careful construction of all tables in terms of the nature and purpose of the material and the characteristics of the NIS format.

Column headings normally are typed and printed horizontally. They may be vertical when heading narrow columns of data or generally to facilitate publishing a table in minimum width. Superior or consolidating headings are centered over the appropriate individual column headings.

To avoid repetition of units of measurement after items of latitude, longitude, time, distance, weight, etc., units of measurement (abbreviated as appropriate) are put at the head of column, or centered over appropriate columns. Units common to an entire table (e.g., thousands of metric tons, or percentage of population) are placed in parentheses beneath the table title.

It is desirable, so far as practicable, for a series of tables dealing with common or closely related topics to be expressed in a uniform order of magnitude of units of measurement, e.g., all in thousands of tons or hundreds of tons.

Entries in all columns align horizontally with top line of the corresponding stub.

Vertical columns of figures are aligned on the decimal point, dissimilar figures are centered in the column, and zeros precede the decimal in numbers of less than 1. Examples of various figure items are:

1500  
0.15  
15.5 - 17.0  
*insig*  
30 (daily)

Generally it is not desirable to carry a column in which there are no entries. Use of a column for isolated entries may be avoided by carrying the entries in a "Remarks" column or by consolidation in an explanatory note to the table.

Tables generally should be constructed to avoid extensive use of full-length lines or rules between columns and particularly between horizontal entries. Lines or boxes around column headings preferably are omitted by contributors unless format is well established.

Although contributors are not required to conform to printing requirements when constructing tables, general consideration of such requirements facilitates publication of table material. A printed NIS single-column width accommodates approximately 55 units of characters or spaces. A two-column page width takes approximately 115 units. A two-page spread takes approximately 230 characters or spaces. Two-page spreads tend to present page make-up problems in publication, including separation of tables from related text. Tables which must be viewed from the side of the page, and extended tables on fold-in inserts, generally are not desirable and are used only by arrangement with D/B. In constructing tables for normal column or page-width publication, space allowance must be made for column headings which may be wider than figure entries in columns, and for stubs. When it is apparent that the maximum horizontal lines (allowing for column entries, column headings, stubs, footnote symbols, and adequate space

between columns) will occupy more than the approximate number of spaces available but will not utilize more than a nominal additional width, rearrangement of the table warrants consideration. Vertical printing of heads is one device. When the number of columns exceeds the number of stub entries, the lay-out often may be reversed to make a longer but narrower table. When tables present problems not previously encountered, contributors are requested to consult D/B before final typing.

## D. Graphic specifications

### 1. GENERAL

All graphic materials, such as photographs, maps, charts, graphs, and sketches, regardless of size, are (in addition to numbered tables) designated as figures. Each figure carries a separate figure number comprised of the section number followed by hyphen and serial number of the figure in the sequence of all figures within the section.

The page size of the printed NIS, including binding and other margins, is 9¼" by 12⅞". The type is set in two 3½" columns spaced ¼" apart. Figures of column width are printed 3½" wide, and 2-column figures are 7¼" wide. The maximum height of such figures including space for caption is 9¾".

All graphic items larger than page size are treated as fold-in inserts. The maximum paper size used for NIS inserts is 23¼" V x 39¾" H. The horizontal dimension normally includes a 9¼" apron.

Figures are prepared to fit NIS indicated dimensions. Care is required in laying out correct proportions and in selecting sizes of symbols, patterns, lines, and lettering to allow for reduction commensurate with that permitted by other features of the figure. When a specific amount of reduction is desired, it is so marked outside the border. Otherwise, the amount of reduction will be decided by D/B.

All charts, graphs, maps and other graphic material to be printed with text are constructed as black and white linecut figures of page size or less. Photographs and other figures requiring halftone reproduction normally will be published on coated paper inserts of page size (excepting large panoramas or mosaics which may be run as fold-in inserts), grouped immediately following text and table manuscript of each section. Multicolor graphics normally will be inserted at the end of each section.

All figures, except insert maps, are accompanied by captions (in lower case and normal word capitalization) which are carefully worded to be briefly but adequately descriptive. The first line of the caption carries the figure number followed by identification of the subject or brief descriptive phrase;



succeeding lines add appropriate amplification, including direction of view and indication of the date (or absence thereof, by "Date unknown") of photographs. Captions are firmly attached to figures, affixed to permit reading of the caption while viewing the figure but not obscuring the figure image. Captions must be legible but need not be drafted since all captions are set in type.

Charts or graphs do not carry titles or caption material (as distinct from explanatory legend material) within the figure image. In the case of a specially constructed chart or graph, source and date of information may be drafted within the figure.

All insert maps carry the title, legend, source and date of source, and other essential caption information drafted within the title box or neatline. Border information, indicated outside the map border in non-photographic blue but not drafted because it will be set in type, is as follows: Upper left corner—agency responsible for map content, and date to be carried by the section as a unit; center top—NIS Area number; upper right corner—classification; lower left corner—file number and agency responsible for actual map construction (unless the latter is identical with material in upper left corner); center bottom—abbreviated map title; lower right corner—figure number.

It is not necessary that all maps or photographs be oriented with north at the top, but the position of north is clearly indicated by means of a north arrow, coordinates, or caption. Names, symbols, and similar details of figures are oriented for reading from the bottom of the page. In exceptions where figures must be viewed from the side of the page, details of the figure are oriented for reading from the right-hand side of the page.

Printed "stick-up" is preferred for symbols and lettering. However, Leroy lettering is permissible. Freehand lettering and symbols are to be avoided except in such instances as the inclusion of an existent, printed map or sketch.

It is frequently desirable for graphic material, such as large-scale aerials of airfields, to be accompanied by small-scale line-cut orientation or location maps.

## 2. PHOTOGRAPHS

Only clear and distinct photographs are acceptable, and original prints are supplied insofar as possible. Except where the original is unwieldy, prints are supplied at the same scale as originals, including suggested cropping to be undertaken in D/B processing.

High-altitude aerial photographs carry a north arrow and bar scale drafted on the face of the print. When a photograph originally has foreign annota-

tions on the face of the photograph, the annotations are retained and accompanied by translation or explanation. Where feasible, the translation is added to the face of the print in the form of a key or legend; where space is not available or a key or legend is not adequately descriptive, the translation or explanation appears in the caption or on a separate typed sheet attached to each copy of the print.

Instructions for selection and preparation of photographs are set forth in NIS supplementary instructions.

## 3. MAPS

All NIS maps are carefully selected and constructed in terms of the purpose and subject material of a map or plan, content and positional integration with text, suitability of color or other differentiation, and all feasible uniformity in layout, lettering, and other drafted elements.

All maps have a neatline and border, a legend centered under the map title, a bar scale centered beneath the legend, and the classification centered beneath the scale. Legends clearly define all symbols not self-explanatory or generally understood from common usage. A direction indication, either coordinates or a north arrow, is included. Maps prepared as a series (e.g., port and town plans) have consistent treatment throughout in type style, zipatone patterns, title and legend layout. Non-varying plastic (e.g., dyrite, vinylite) is preferable for the construction of color plates, to facilitate accurate registry in printing.

A map designed as a black and white line drawing, page size or less, is preferable for many NIS purposes because it can be printed adjacent to the related text. When information cannot be adequately presented in black and white, limited use of one additional color for such maps is possible, upon consultation with D/B.

A Standard Base Map for each NIS Area is prepared and distributed by Geographic Division, (D/G), CIA in the following forms: Black and white and composite color copies on paper; composite black line and black line copies of each color separation plate on plastic (dyrite). Specific instructions concerning reduction, sizes, etc., are distributed with the base map for each NIS Area.

Contributors are responsible for drafting their own overlays, which are keyed to the base plates of NIS Standard Base Maps.

In addition to the Standard Base Map a small-scale Page Size Base Map is prepared for each NIS Area. This map is available to contributors in black-line and non-photographic blue, paper copies. Black-line maps or color overlays are prepared by drafting directly on these bases.

For purposes where base maps are not applicable (such as port plans), contributors are responsible for compiling and constructing their own maps. Contributors lacking necessary cartographic facilities should consult D/B.

Fold-in maps are printed with a page-size apron, to permit full view of the map as the text is read. This apron can be used for printing information additional to that contained in the legend, such as lists of installations or regions. Such information is submitted on a separate typewritten sheet, a copy of which is attached to each copy of the map. Printed material is not carried on the back of a map.

## E. General

### 1. NIS SUPPLEMENT SPECIFICATIONS

Preparation of text and graphic material for NIS Supplements generally conforms to the indicated procedures for other NIS material, with such modifications as are developed to meet the requirements of the Supplements.

### 2. CLASSIFICATION AND CONTROL

NIS textual material is classified independently by section. All pages of each section uniformly carry the highest classification of material in the section. All material, however, carries at least a RESTRICTED classification. Tables of contents, caption lists, all tables, and all graphics intended to be printed within text, carry the uniform section classification and are so stamped when submitted. Insert maps or other insert graphic items (including photographs) are not governed by the over-all classification, but are individually classified as appropriate.

The agency of primary responsibility is required to indicate any control aspects of submitted material.

All Comments on Principal Sources for all NIS are controlled for "U.S. Officials Only". Each page of that portion of manuscript is so stamped, top and bottom. The control for Comments on Principal Sources as such does not govern for related NIS material and need not be specified in the letter of transmittal.

Certain NIS Areas, as approved and specifically listed by the NIS Committee, are controlled for ~~CONFIDENTIAL~~. Certain other NIS Areas, as approved and specifically listed by the NIS Committee, are restricted by control for "U.S. Officials Only". All NIS material relating to such Areas, regardless of the content of the material, is correspondingly controlled. Each page of manuscript and each unit of graphic material is appropriately stamped, top and bottom. All such material delivered to D/B carries a cover sheet

specifying control, and the control requirements also are indicated in the letter of transmittal.

When any element or portions of NIS material (other than Comments on Principal Sources) are controlled for reasons other than the approved control character of the Area, the entire section involved is controlled. Each page of manuscript and each unit of graphic material is appropriately stamped, top and bottom. All such material delivered to D/B carries a cover sheet specifying control, and the nature of and occasion for the control requirements are indicated in the letter of transmittal.

### 3. TREATMENT OF NAMES

Geographic names used in the NIS are those approved by the United States Board on Geographic Names (BGN). Preliminary gazetteers are issued to contributors for use in the preparation of text and graphic materials. Pending publication of a pertinent gazetteer, or in the case of names not covered by a published gazetteer, lists of names are submitted according to NIS supplementary instructions.

English conventional names are used insofar as they are approved by BGN. The approved native name is added in parentheses the first time the conventional name is used in a section, and thereafter as desirable for clarity. It is desirable to use the native name in parentheses after the conventional name on maps whenever practicable.

Approved native names are used where conventional English names are not provided. Translation of generic parts of native names (except when the meaning is apparent) is given, in parentheses or in running text if feasible, the first time a generic appears in any segment of text. As a reader aid, English generics may be interspersed in text.

All terms referring to man-made features, such as Small Boat Harbor, are in English. Military regions or other regions arbitrarily designated for convenience in presentation are in English and are not required to be identical with BGN approved versions.

Consistency in the use of the conventional or the native name for the same feature is maintained throughout each chapter.

In lists of towns and cities, coordinates are given for each of two or more places having identical names.

### 4. TECHNICAL TERMINOLOGY

When scientific names are appropriately used in the interest of accuracy, if possible they are preceded by a common name or common name generic; e.g., the colon bacillus (*Escherichia coli*), malaria mosquitoes (*Anopheles maculipennis*, A.

*hyracanus*). The scientific names are enclosed in parentheses and marked for italics in every case. In a paragraph discussing malaria mosquitoes, however, italicized scientific names may be used without a preceding common name or generic. Scientific family names (names ending in -idae, as Stomatidae) are capitalized but not italicized.

Special-use terms, such as names of military regions, are capitalized (e.g., the Kazakh Hill Country) to clearly maintain identity.

#### 5. STATISTICAL DATA

Statistical data normally are expressed either in U.S. units of measure or in the metric system, and are consistent within a section or the largest NIS unit feasible, except to conform with common usage, as in discussing 75 mm and 3" guns. All contributions, should clearly indicate what system is used, in tables as well as text. When different measurement systems unavoidably appear together in text (e.g., statute and nautical miles) they must be clearly differentiated. In the case of areas where available maps or charts use varying measurement systems, the text is expressed in U.S. units with metric conversion following in parentheses, and accompanying maps using extensive metric annotations in their original form carry a conversion table. Both U.S. and other measure-

ments may be given, as in the case of a table, when contributing to utility.

Measurements are expressed in terms consistent with the inherent or required degree of accuracy, (e.g., 2,340 miles of coast, 16' 6¼" bridge clearance). Conversions are exact when appropriate; a rounded original figure is not converted into an inconsistently exact figure; rounded conversions may be used with a modifying "about" or "approximate". Units of measurement with varying meanings are clearly defined, e.g., statute miles or nautical miles, short tons or long tons. Both quantity and value may be given when useful for indicating relative importance. In financial data, conversion factors with date are included.

#### 6. RETURN OF MATERIAL

Detailed procedures governing the return of submitted material are established in NIS supplementary instructions.

#### 7. EDITORIAL STYLE

Development of style for all forms of NIS content is a continuing and coordinated result of contributor and D/B processing of the various types of material. For all matters of style not so developed, and not indicated by specific D/B instructions, the current Government Printing Office Style Manual governs.

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NATIONAL INTELLIGENCE SURVEY

# STANDARD INSTRUCTIONS

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SUPPLEMENT I

## PORTS AND NAVAL FACILITIES

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- Section 1 Introduction
- Section 2 Principal Ports
- Section 3 Secondary Ports
- Section 4 Minor Ports and Landings
- Section 5 Comments on Principal Sources

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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## *Supplement I - Ports and Naval Facilities*

### OUTLINE

#### SECTION 1. INTRODUCTION

- A. List of ports and naval facilities
- B. Classification of ports and naval facilities
- C. Berthing estimates
  - 1. Free-swinging anchorage berths
  - 2. Alongside berths
- D. Estimated military port capacity
- E. Explanatory notes
  - 1. Units of measure
  - 2. Cross-references
  - 3. General
- F. Glossary

#### SECTION 2. PRINCIPAL PORTS

- A-Z. Name of port
  - 1. Introduction
  - 2. Harbor
  - 3. Terminal facilities
  - 4. Storage facilities
  - 5. Clearance facilities
  - 6. Port capacity
  - 7. Supplies
  - 8. Repair facilities
  - 9. Port administration
  - 10. Trade of port
  - 11. Planned development and improvements
  - 12. Naval facilities

#### SECTION 3. SECONDARY PORTS

#### SECTION 4. MINOR PORTS AND LANDINGS

#### SECTION 5. COMMENTS ON PRINCIPAL SOURCES

### OUTLINE GUIDE

*The following outline guide indicates substance and general arrangement. In preparation and typing of manuscript, D/B Editorial Instructions are to be followed in detail.*

*Note for publication:* Information in this Supplement is presented as a detailed treatment of individual ports which are covered in a general manner in SECTION 35. The NIS areal summary of ports in SECTION 35 will not be duplicated in this Supplement.

### *Section 1. Introduction*

#### A. List of ports and naval facilities

Alphabetically list all ports indicating name, coordinates, category.

List naval bases indicating name, coordinates, category.

#### B. Classification of ports and naval facilities

Basis of division into categories of principal ports, secondary ports, and minor ports (division is based on relative port capabilities).

System used in classifying naval facilities.

#### C. Berthing estimates

##### 1. FREE-SWINGING ANCHORAGE BERTHS

Standard classification system adopted for anchorage berths; add notes as required on its use in Supplement.

Class I, min. dimensions—800 yd diameter, 38 ft depth; type vessel—capital naval ship, large passenger ship.

Class II, min. dimensions—500 yd diameter, 30 ft depth; type vessel—standard oceangoing cargo vessel.

Class III, min. dimensions—300 yd diameter, 20 ft depth; type vessel—destroyer, small cargo vessel.

**2. ALONGSIDE BERTHS**

Standard classification system adopted for alongside berths; add notes as required on its use in Supplement. In multiple berthing, due allowance should be made for adequate clearance between ships.

CLASS OF BERTH	SIZE VESSEL Length	ACCOMMODATED Draft	EQUIVALENT VESSEL TYPE
ft	ft		
A	500	30	C3
B	460	24-28	Liberty, Victory, C2
C	350	18-21	C1-M-AV1
D	250	16	Standard
E	200	12	Coaster Small Coaster

NOTE This classification of alongside berths is not applicable to naval and tanker accommodations.

**D. Estimated military port capacity**

A standard formula adopted for determination of an estimated military port capacity has been based on the following conditions or factors:

- 1) Capacity is from ship to shore and transfer of cargo from the immediate working area.
- 2) Naval wharves and piers, bunkering facilities, and petroleum piers generally are disregarded in evaluation of available berthing facilities for general cargo.
- 3) Unloading of ships is by ship's gear only.
- 4) Evaluation of alongside vessel accommodation is based on the following vessel types:

a. Liberty-Victory-C2 (Class "B" berth)	460' minimum length 24'-28' draft
b. C1-M-AV1 (Class "C" berth)	350' minimum length 18'-21' draft
c. Lighters	6' minimum draft

5) Tonnage unloaded by vessels alongside (L/tons per 20 hour day):

a. Liberty-Victory-C2	600 tons
b. C1-M-AV1	400 tons

6) Vessels worked in the stream—free-swinging anchorage berth with minimum diameter of 1,500' and 30' minimum depth (Class II anchorage berth). Vessel discharge calculated on Liberty-Victory-C2 type only (L/tons per 20 hour day) 500. (Where lighterage docking space is the limiting factor, the figure of 150 tons per day per 100 linear feet of dock is used.)

7) Adequate labor and dock-working equipment assumed.

8) Adequate supply of lighters assumed.

9) Capacity estimates include all allowances and adjustments necessary to compensate for the presence of adverse factors such as deteriorated facilities, poor layout of working space and other peculiarities which might tend to alter or affect the operation of the port at the estimated capacity.

NOTE The foregoing conditions or factors should be published in each SUPPLEMENT I.

**E. Explanatory notes****1. UNITS OF MEASURE**

Statement concerning use.

**2. CROSS-REFERENCES**

Point out topics which receive additional treatment in other sections of NIS. Provide appropriate cross-reference for each by subject.

**3. GENERAL**

Other notes and general reference data as appropriate.

**F. Glossary**

List, with English equivalents, common port and harbor terminology in language of area.

JUNE 1951

PORTS AND NAVAL FACILITIES

## Section 2. Principal Ports

### A-Z. Name of port

Coordinates (H.O. Chart No.)

#### 1. INTRODUCTION

General summary including such features as:

Location.

Importance (brief discussion on city and port as unit—population, industries, hinterland and trade).

Nature of port (physical situation).

Brief description and evaluation of port facilities.

Summary of normal port operations.

Discuss briefly plans for possible new works—expansion of present facilities, or reconstruction programs.

Summary of naval installations.

#### 2. HARBOR

Summary of harbor (as differentiated from the port):

Physical situation—type, position, size, shape, and layout of harbor, shoreline, beaches, and adjacent terrain (with mention of town and port site).

Shelter—natural or artificial (describe position, dimensions, and construction of breakwaters and other protective works).

Wet docks and semi-tidal basins, if present—construction, layout, dimensions; details of dock pumps, gates, and machinery; operations data.

Depths—average depths, fairways, liability to silting and details of dredging normally required, details of underwater obstructions such as shoals, wrecks, cables, fixed fishing gear, spoil grounds.

Bridges—structures spanning portions of harbor and regarded as obstructions to shipping (type and clearance, vertical and horizontal).

##### a. APPROACH

###### (1) General approach

(2) Entrance channel — Discuss such factors as:

Length and configuration.

Governing width and depth.

Maximum size vessel which can enter.

Liability to silting and details of dredging normally required.

Aids to navigation (summary evaluation only).

Pilotage (necessity for, availability and quality of local pilots).

b. ANCHORAGE — Indicate the location of anchorages (areas assigned to or suitable for anchorage) and cover each in terms of:

Depths.

Bottom sediments (evaluation of holding qualities).

Evaluation of each anchorage area in terms of protection from sea and weather.

Number and location of free-swinging anchorage berths by classes.

Fixed moorings (location and layout; number, types, sizes, and capacities of berths).

##### c. HYDROGRAPHIC CONDITIONS — Include:

Tidal ranges and interval.

Currents.

Sea and swell.

Ice.

Indicate adverse conditions that may affect ship handling and port operations.

d. LOCAL WEATHER CONDITIONS — Summary of weather conditions, particularly as they affect ship handling and port operations.

#### 3. TERMINAL FACILITIES

##### a. PIERS, WHARVES, AND LANDINGS

(1) General summary covering — Wharf layout and construction—layout of facilities in port, classification of types of wharves and landings and functional grouping.

Adequacy of waterfront facilities for rapid and efficient cargo transfer; general methods of operation, i.e., movement and berthing of vessels, cargo discharge and transit, etc.

Small craft landings—adjacent hards, bulkheads, steps, stages, and beaches usable by amphibious lighters, landing craft, and boats.

(2) Details of principal piers and wharves — Tabulate details of each wharf unit:

Name

Location (include reference number on port plan together with local designation if available).

Use

Type and construction

Dimensions: (feet)

Length

Width

Depths alongside (MLW)

Usable berthing space

Width of apron

Height of deck above (MHW)

Load capacity of deck, in pounds per sq ft)

Berthing capacity (No. and class of berth)

Transit sheds:

Type of construction

Dimensions

Number of floors

Height between floors

Total floor area

Mechanical handling facilities (cranes, conveyors, etc.

Railroad facilities and connections

Road facilities and connections

Utilities

Water

Electricity

Remarks (data not mentioned above; e.g., unusual berthing method, condition of wharf, etc.)

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## b. MECHANICAL HANDLING FACILITIES

(1) *Cranes* — Summary statement of hoisting and equipment available in port, ashore and afloat, indicating general types, uses, capacities and characteristics. Tabulate details.

(2) *Stevedore gear* — Availability of stevedore gear—slings, pallets, jitneys, wharf trucks, carriers, portable conveyors, etc.

(3) *Specialized handling equipment*—Special cargo handling machinery such as coal and bulk ore unloaders, marine legs, grain spouts and conveyors, etc.

c. HARBOR CRAFT — Tabulate numbers and details of service craft located in port:

Tugs (size, H.P., use)

Lighters (type capacity, use)

Bunkering craft (type, capacity, pumping equipment, rate of handling)

Dredgers (type, capacity in depth and cu. yds. per hour)

Miscellaneous (fireboats, icebreakers, salvage craft, pile drivers, ferries, etc.)

## 4. STORAGE FACILITIES

## a. COVERED STORAGE

(1) *Warehouses*

(a) SUMMARY OF ALL WAREHOUSES AND OTHER STRUCTURES SUITABLE FOR USE IN CONNECTION WITH PORT OPERATIONS — Include total capacity by types and indicate adequacy of facilities for normal port operations, and capacity available in excess of local requirements.

(b) DETAILS OF WAREHOUSES — Tabulate details of each installation:

Location, operator

Commodities stored

Type of construction

Dimensions

Number of floors

Height between floors

Total floor area (sq ft)

Total capacity (cu ft or measurement tons)

Rail and road connection

Fire protection

Special equipment (overhead cranes, monorail systems, etc.)

(2) *Cold storage facilities*

(a) SUMMARY OF FACILITIES — Including total capacity, adequacy for normal port operations, and capacity available in excess of local requirements.

(b) DETAILS OF COLD STORAGE FACILITIES — Tabulation of details of each installation:

Location, operator

Commodities stored

Type of construction

Type of equipment

Daily ice capacity

Storage capacity in cu. ft. or measurement tons (differentiate by controlling temperatures)

(3) *Bulk grain storage facilities*

(a) SUMMARY OF FACILITIES INCLUDING TOTAL CAPACITY

(b) DETAILS OF EACH INSTALLATION —

Location, operator

Type of construction

Total storage capacity

Loading berth:

Berthing space and depths alongside

Capacity by vessel type

Normal handling capacity per hour

Car to elevator

Elevator to car

Elevator to ship

Ship to elevator

Rail and road connections

b. OPEN STORAGE SPACE — Location of areas suitable for open storage; indicate size, rail and road connections, approximate capacity, and distance from ship berths.

## 5. CLEARANCE FACILITIES

## a. RAIL

(1) *Lines clearing port* — Summary of lines clearing port mentioning connecting points, number of tracks, and gage.

(2) *Rail facilities in port* — General summary covering: Trackage in water-front area; and Classification yards (location, number of sidings, car capacity).

## b. ROAD

(1) *Roads and highways clearing port* — Summary of routes clearing port mentioning connecting points, type of construction, widths, condition.

(2) *Streets and roadways in town and port area* — General analysis of adequacy in relation to port operations.

c. WATER — Summary of normal inland waterway routes of clearance, including connecting points, numbers, types and capacities of craft in service.

d. PIPELINES — Summary of pipelines clearing port.

## 6. PORT CAPACITY

## a. PORT OPERATING DATA

(1) *Cargo* — Show the average monthly tonnage of cargo normally handled at port (indicating types of cargo and type of movement—discharge or loading); prevailing methods of cargo handling and transfer, indicating any bottlenecks or limiting factors, actual or potential.

(2) *Port labor supply* — Discuss from the standpoint of organization, availability, efficiency, morale, etc.



b. ESTIMATED MILITARY PORT CAPACITY — Estimate is based on standard formula. Point out special conditions or factors affecting estimate which may not be fully covered by the basic assumptions.

## 7. SUPPLIES

a. PETROLEUM — Summarize for each of the various types of petroleum products, the normal capacity of storage installations in the port, normal stocks maintained and storage capacities and stocks in excess of normal requirements.

Discuss normal methods of supplying bunkers to ships.

Tabulate details of each petroleum terminal installation (with indication of owner, operator, and location):

### STORAGE FACILITIES:

Tankage (type, dimensions, and capacity of each tank; aggregate capacity of tanks by product).

Covered storage (type, dimensions, and use of each).

### OILING BERTHS:

Name, location, and capacity of berth serving installation; size, use, and capacity of each pipeline; cross-reference to A, 3, a (2) for details.

### ANCILLARY FACILITIES:

Details of fire protection system, filling plant, pumping plant, etc.

Bunkering—General analysis of availability of bunkers and methods of supplying to ships.

b. COAL — Tabulate details of each storage and bunkering installation:

### STORAGE FACILITIES:

Owner and operator

Location

Capacity

### SUPPLY:

Sources

Grades in stock

Normal supplies

BUNKERING FACILITIES: Cross-reference to A, 3, a, (2)

c. WATER — Discuss availability of water supply to ships (at wharves and by lighter); adequacy of supply; quality of water; rates of supply to ships.

d. POWER — General availability of electric power and lighting in port and water-front area (with indication of source and characteristics of current).

e. PROVISIONS AND CHANDLERY — Discuss availability of.

## 8. REPAIR FACILITIES

a. GENERAL — Summarize available drydocking and repair facilities and capabilities of port (include naval dockyards).

b. PRINCIPAL REPAIR YARDS — Discuss each yard as an integrated unit; include naval dockyards.

(1) Name of yard — Summary covering location, layout, activities, and capabilities.

(a) DOCKING INSTALLATIONS — Summary of drydocks and marine railways; cross-reference to Subsection 8, e, for details.

(b) FITTING-OUT AND REPAIR BERTHS — Summary of wharf facilities; cross-reference to Piers, Wharves, and Landings for details.

(c) SHOPS — For each shop give size, construction, layout; itemize each major piece of equipment together with its conditions and capability:

Structural shops

Engineering shops

Electrical and instrument shops

Miscellaneous shops

(d) HEAVY-LIFT EQUIPMENT — Summary of cranes; cross-reference to Mechanical Handling Facilities for details.

(e) UTILITIES — Summary of availability, adequacy, characteristics, and distribution of: Electric power, steam, compressed air and industrial gases, and water.

(f) PERSONNEL — Number, categories, and quality of employees.

c. MINOR REPAIR YARDS — Details of small craft building and repair yards, including installations, normal operations, and capabilities.

d. AUXILIARY REPAIR FACILITIES — Enterprises lacking drydocking equipment but specializing in or capable of marine repairs in some degree; e.g., machine shops and foundries, railroad shops, salvage firms.

Details of installations, normal operations, and capabilities.

e. DETAILS OF DRYDOCKING INSTALLATIONS — Tabulate details of all significant drydocking installations in port.

### GRAVING DOCKS (for each):

Name

Location

Construction

Dimensions (feet)

Entrance:

Width at coping

Width at mean high water level

Depth over sill (MHW)

Body of dock:

Length on top

Length on floor

Depth over keel blocks (MHW)

Gate (type and mechanism)

Pumping plant; rates of dewatering and flooding

Availability of heavy lift facilities

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**GRAVING DOCKS (for each) (Continued):**

Availability of water, steam, electricity, compressed air, etc.  
Capacity of dock (vessel type and size)  
Age and condition of dock

**FLOATING DRYDOCKS (for each):**

Name  
Location  
Construction  
Dimensions (feet)  
Length:  
Over-all  
On keel blocks (max)  
Width, over-all  
Width between side walls  
Maximum depth: Over keel blocks  
Maximum draft of dock  
Pumping plant and rates  
Availability of heavy lift facilities  
Availability of water, steam, electricity, compressed air, etc.  
Lifting capacity (weight in long tons)  
Capacity of dock (vessel type and size)  
Age and condition of dock

**MARINE RAILWAYS:**

Name  
Location  
Type and construction  
Dimensions (feet)  
Cradle  
Length  
Width  
Depth over blocks, outboard position (MHW)  
Forward  
Aft  
Declivity  
Hauling machinery  
Transversing arrangements  
Hauling capacity (weight in long tons)  
Capacity by vessel type and size

**9. PORT ADMINISTRATION**

a. **ORGANIZATION** — Analyze pattern of ownership, authority, and operation of port. Discuss official services such as quarantine, customs, immigration, police, etc.; port security organization; free-port organization and facilities.

b. **PORT REGULATIONS** — Summarize the most important elements of the prevailing port regulations and practices.

**10. TRADE OF PORT**

a. **SHIPPING** — Statistics on volume of shipping (number of vessels by size, type, trade, and flag calling at port over monthly or yearly periods).

b. **COMMERCE** — Present in tabular form:

List by commodity and amount, and breakdown by direction—foreign and domestic.

Ratio of port's trade to national total. Use data for five or so representative years.

**11. PLANNED DEVELOPMENT AND IMPROVEMENTS**

Discuss in detail where appropriate plans for new harbor works or expansion of port facilities.

**12. NAVAL FACILITIES**

a. **SUMMARY** — General summary covering: Location and importance; type of base or activity (naval base, station, operating base, facility, etc.); organization, layout, and component functions; vessels based at, or using, facilities.

b. **BASE COMPONENTS** — Details of each element or activity of base in terms of the following components; omit topics and headings which are not applicable; identify each building and installation on map.

(1) *Harbor* — Cover in such manner as is appropriate but cross-reference to principal treatment under Harbor.

(2) *Landing facilities* — Summarize and cross-reference to Terminal Facilities.

(3) *Shipbuilding and repair component* — Summarize and cross-reference to principal treatment under Repair Facilities.

(4) *Ordnance component*

(a) **MANUFACTURING FACILITIES** — Discuss type of manufacture and give details of plant, including: current activity and capabilities; identification of buildings and facilities; dimensions, construction, layout, and equipment of each building.

(b) **ASSEMBLY, OVERHAUL, AND MAINTENANCE FACILITIES** — Discuss types of operations performed and give details of plant including: current activity and capabilities; identification of buildings and facilities; dimensions, construction, layout and equipment of each building.

(c) **STORAGE FACILITIES** — Details of type, construction, dimensions, capacity, and use of each building or installation.

(5) *Supply component*

(a) **MATERIAL STORAGE AND SUPPLY** — Analyze activities and cover details of type, construction, dimensions, capacity, equipment, and use of each building or installation.

(b) **FUEL STORAGE AND SUPPLY** — Summarize and cross-reference to principal treatment under Petroleum Supplies.

(6) *Communications component* — General analysis of organization and functions of communications activities. For each facility or installation—radio station, relay station, message center, etc.—cover such details as type, construction, dimensions, layout, and equipment.

(7) *Training component* — General analysis of mission, organization, and functions of each training activity; detailed description of facilities including school buildings and quarters, instruction shops and practice equipment (diving chambers, etc.).

(8) *Medical component* — Detailed description of all medical facilities including hospitals, dispensaries, laboratories, clinics.

(9) *Administrative component*

Table of organization of base as a whole.

Table of organization of each component activity.

(10) *Miscellaneous components* — Detailed description of all special or miscellaneous activities not included in above components.

c. *BASE UTILITIES* — General services and utilities for base as a whole; identify each building and installation on map.

(1) *Housing facilities* — Detailed description of barracks, quarters, and ancillary installations.

(2) *Transportation facilities*

(a) *CLEARANCE* — Rail, road, and water transportation facilities clearing base.

(b) *FACILITIES WITHIN BASE* — Layout and construction of streets and roadways; details of vehicles and vehicle repair shops; layout of railroad trackage; details of railroad equipment.

(3) *Base communications* — Details of all internal communications facilities.

(4) *Electric power and lighting* — Type, capacity, and output of power plants; details of generating equipment and transformers; characteristics of current as produced and distributed.

(5) *Water supply* — Source, quantity, and quality of supply; details of transmission, purification, storage, and distribution.

(6) *Fire protection* — Details of equipment and alarm system; fire mains and pressures.

(7) *Recreation facilities*

(8) *Disciplinary facilities*

d. *BASE DEFENSES*

(1) *Harbor defenses*

(a) *ENTRANCE CONTROL POST* — Details of command post for coordination and operation of military elements of the harbor defense system.

(b) *DETECTION UNITS* — Details of magnetic loops, sonobuoys, cable-connected hydrophones, and other devices for the detection of approaching submarine and surface craft.

(c) *NETS AND BOOMS* — Location, number, layout, types, and construction of units to close harbor against submarine, torpedo, or motor torpedo boat attack.

(d) *MINING* — Location and details of defensive mining in harbor approaches and entrance.

(e) *PATROL OPERATIONS* — Details of patrol activity in harbor and its approaches; identification and functions of vessels assigned to harbor defense and patrol duties.

(2) *Antiaircraft defense* — Location, number, type of guns, emplacements, command posts, range finders, radar, etc.

(3) *Chemical warfare defense* — Procedures and equipment for individual and collective protection and decontamination.

(4) *Protective construction and concealment* — Dispersal of base units; sandbagging, concrete splinter-proof construction; subterranean shelters, depots, and communication centers; camouflage, natural cover, decoys, and smoke screens.

(5) *Internal security* — Sentries, guardhouses, barriers, watch towers, and inspection procedure to prevent sabotage and unauthorized entry.

### *Section 3. Secondary Ports*

If information is available, use all applicable headings shown under SECTION 2, Principal Ports. Eliminate or combine headings where necessary or desirable.

### *Section 4. Minor Ports and Landings*

Tabulate or discuss significant details of smaller ports not treated above (ports relatively unimportant in extent of trade and port facilities, but usable by ships).

### *Section 5. Comments on Principal Sources*

This Section is to serve the following purposes:

1) To provide an evaluation of the principal source material used in preparing the Supplement and thereby inform the user of the general credibility to be accorded the intelligence contained in the Supplement.

2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

#### GRAPHIC MATERIAL

This Supplement should be accompanied by the following graphic material:

Location map — General map of area showing location of all ports and naval facilities.

Port plans — An accurate, large-scale plan, showing in detail:

Wharves  
Transit sheds (individual buildings)  
Warehouses (individual buildings)  
Railroad spurs and sidings  
Street pattern  
Layout of repair yards  
Layout of important industries and other installations

Soundings in feet  
Mooring buoys  
Navigational aids  
Layout of naval bases and installations

Aerial photographs (indicate date and direction)—Vertical mosaic of port or base

Selected obliques; large-scale verticals of important installations.

Ground photographs—Selected views of port facilities and operations. Include detailed captions pointing out important features, direction of view, and date of photograph.